

Subject: Discriminatory Harassment**For:** EMPLOYEE HANDBOOK**Also See:** ET-03055**Identification**

ET-03161

Policy

**Effective Date
Replaces**

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It is the policy of the Department of Treasury to support the prevention and elimination of discriminatory harassment in the employment environment.

Discriminatory harassment means unwelcome advances, requests for favors and other verbal or physical conduct or communication based on religion, race, color, national origin, age, sex, height, weight, marital status, partisan considerations, genetic information, sexual orientation or disability under any of the following conditions:

- Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
- Submission to or rejection of the conduct or communication by a person is used as a factor in decisions affecting the person's employment.
- The conduct or communication has a purpose or effect of substantially interfering with the person's employment or creating an intimidating, hostile or offensive employment environment.

Treasury will make a good-faith effort to eliminate and prevent discriminatory harassment in the workplace by:

- Investigating all reports of discriminatory harassment and keeping adequate records of all reports and investigations.
- Implementing appropriate education and training.
- Identifying the persons to whom employees may report incidences of discriminatory harassment.

Employee Responsibilities

All Treasury employees have the following responsibilities to prevent and eliminate discriminatory harassment in the workplace by:

- Refraining from discriminatory harassment behaviors.
- Reporting known incidents of discriminatory harassment.
- Cooperating in the investigation process.
- Refraining from retaliation against any person who filed a discriminatory harassment or workplace safety complaint.

An employee is obligated to report to management, in writing, if either of the following circumstances exist:

- The employee is subjected to discriminatory harassment in the workplace by a supervisor, co-worker or other person.
- The employee witnesses a supervisor, co-worker or other person in the workplace engaging in discriminatory harassment behavior toward another person.

Employees are encouraged to report discriminatory harassment immediately. However, any reports of discriminatory harassment must be received within 180 days from the date the alleged harassment occurred.

Reporting Procedures

A supervisor or manager who becomes aware that a subordinate employee is or has engaged in discriminatory harassment of another person is obligated to report the behavior and take prompt remedial action under the direction of the Appointing Authority; the Administrator of the Office of Human Resources (HR).

If an employee is harassed or becomes aware of discriminatory harassment of someone else, the employee must report the incident, in writing, to one of the appointing authority's designated investigators in HR.

If an investigator is the subject of the harassment claim, reports can be made to another appointed investigator or directly to the Appointing Authority.

Any violation of this Policy may result in disciplinary action, up to and including dismissal.

End